

DIVISION CHIEF

DEFINITION OF POSITION

Under supervision of the Deputy Chief, the Division Chief plans, organizes, directs, and participates in the activities of the District's Fire Prevention and Public Education Division, the Fire Training Division, the EMS Division, or the Administration Division. These assignments may be on a rotating basis as assigned by the Fire Chief.

GENERAL DUTIES

The Division Chief provides highly responsible and technical assistance to the Executive staff and assists in the overall operation of the Fire District. The Division Chief may assume the duties of the Fire Chief, as assigned. The Division Chief shall serve as the Duty Chief of an assigned platoon and assumes administrative responsibility for the day-to-day operational activities and all the functions they perform. They will also participate in the weekend Duty Chief coverage. This is an administrative position of the District and is FLSA exempt.

In the performance of general duties, the Division Chief:

- Is a member of the District's management team and, as such, assists the Executive Staff by planning, organizing, directing, and participating in assigned or related activities
- Confers with the Executive Staff in the development and implementation of policy and programs.
- Assists the Executive Staff in both short- and long-range planning for improvement and future growth of the District.
- Keeps the Deputy Chief advised of divisional activity and other areas of assignment through oral and written reports.
- Coordinates the activities of the Division with other District programs and with the programs of other public agencies.
- Represents the District at hearings, on inter-agency committees, and in other cooperative programs. Attend conferences, schools and other educational and professional meetings to remain current with modern fire service administration and methods.
- Responds to incidents as the relief Duty Chief of an assigned platoon, taking command as necessary.
- Verifies the District is staffed appropriately meeting daily staffing requirements.
- Responds to local or out of County incidents in an overhead capacity or as single unit resource when requested through the State Office of Emergency Services (Cal OES).
- Investigates or assists in the investigation of fire origin and cause as necessary.
- Supervises Company Officers on the assigned platoon; establishes guidelines, priorities and work plans; maintains discipline, assures that rules, policies, and procedures are observed and takes appropriate action on infractions; advises and assists subordinate officers and personnel in resolving difficult or unusual situations; conducts performance evaluations of subordinate officers and reviews the evaluations of their subordinates.
- Consults with subordinate officers and personnel as necessary to hear their opinions and

- recommendations on various operations or issues.
- Prepares and submits accurate, comprehensive and technical reports within established timelines.
- Maintains divisional records.
- As assigned, assists in the preparation, administration, and monitoring of the District budget
- Undertakes and assists with special projects, reports, and studies.
- May be assigned duties in other District programs at the discretion of the Fire Chief.
- Division Chief assignments (Training, Fire Prevention, EMS, and Administration) will rotate to meet the needs of the District. Assignments are at the discretion of the Fire Chief.

EMPLOYMENT STANDARDS

All Employment Standards are required at the time of the final filing date.

Minimum Qualifications: Reference State Fire Training Professional Certification Tracks

Experience

- Ten (10) years as a full-time Firefighter including five (5) years as a full time Company Officer at the rank of Engineer or above.

Education

- Bachelor of Arts or Bachelor of Science degree from an accredited college/university OR an equivalent combination of education and experience. (For example, Chief Officer rank plus substantial coursework completion of a Bachelor degree or National Fire Academy Executive Fire Officer program).
- California State Certified Fire Officer or Company Officer.
- All Risk Strike Team Leader Course completed.

Administrative Qualifications

- Maintain physical health, strength, and ability in accordance with District medical standards.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for such permanent work by the Immigrations and Naturalization Service (INS)
- Maintain, at a minimum, an EMT Certification and CPR certification.
- Meet and maintain eligibility for District insurance.
- Maintain possession of a valid State of California Driver's License

Within the first year of employment as a Division Chief, successful completion of California State Fire Marshal Chief Fire Officer Certification Task Book. Additional educational requirements pertaining to the specific Division Chief assignment may be required to be completed during the probationary period.

Desirable Education

- Pre 2017 California State Certified Chief Officer courses or Chief Fire Officer 3A, 3B,3C,3D I- 300
- S-404 Officer
- California State Certified Fire Instructor 1 or California State Certified Training Instructor

- Fire Prevention Officer 1 or Fire Inspector 1 Certification
- Fire Investigator 1
- Community Risk Educator
- Current California Paramedic License

Knowledge and Abilities

Knowledge of:

- Working knowledge of the Uniform Fire Code, National Fire Protection Standards and the Uniform Building Code.
- Principles, practices and procedures of modern fire suppression, prevention, investigation, and emergency medical services.
- Applicable local, state and federal laws and regulations.
- Building construction, design and materials including fire extinguishing and detections devices and systems.
- Fire hazards inherent in various industrial processes.
- Principles and practices of administration, supervision, training and safety.

Ability to

- Effectively plan, organize, and direct comprehensive fire prevention, fire investigation, public education, training, safety and personnel programs.
- Effectively manage personnel including the maintenance of discipline and performance standards.
- Accurately interpret and explain District policies, rules and regulations and laws relating to fires and fire protection districts.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships.
- Work irregular or protracted hours and respond promptly to callbacks.
- Perform occasionally heavy and hazardous physical labor.
- Administer contracts and programs.

Residency Requirement

Live within a 15-minute Code 3 driving time to the closest Monterey County Regional Fire Station.

Original Adoption Date:	March 28, 2000
Revision Date:	January 26, 2021
Revision Date:	January 24, 2023
Revision Date:	May 28, 2024
Revision Date:	January 1, 2025

DIVISIONAL TASKS AND ANCILLARY RESPONSIBILITIES

Divisional tasks and responsibilities of each Division may be reassigned based on the discretion of the Executive Staff to allow for exposure and professional growth.

Division Chief Assigned to Administration

Working Title: Admin Division Chief

In addition to the General Duties, the Admin Division Chief:

- Maintains the District's Standard Operating Procedures/Guidelines leading the Policy Review Committee and tracking the creation, modification and finalization of these documents.
- Confers with the Fire Chief in the planning, administration and scoring of District promotional testing.
- Prepares the agenda for and chairs District Captains Meetings.
- Confers with the Fire Chief in the development and administration of policies and procedures, and rules and regulations.
- Develop and implement complex and/or highly visible programs, reports, and special projects.
- Manages and updates the District's staffing matrix coordinating and communicating movement of personnel to establish balance shift and station assignments.
- Maintains and submits incident response data to the National Fire Incident Reporting Systems (NFIRS – NERIS)
- Coordinates temporary assignments and necessary movement within the shifts and stations.
- Receives, processes and submits Assistance by Hire (ABH) forms to CALFIRE for reimbursable responses.
- Attends County Fire Operations and Dedicated Fire Dispatch meetings representing the interests of the District. Designated as the District Emergency Communications Department point of contact.
- Provide oversight and support to the following District programs, Communications, Building and Grounds, Station Supplies, Medical Physicals, Wellness (CISM), Fitness, and ESO incident reporting.
- Produces and submits timely compliance forms as required by Environmental Health (CERS), Air Pollution Control (CUPA) and Pipeline Association.
- Facilitates the annual review of all automatic aid agreements and provides recommendations to the Fire Chief of any modifications.
- Maintains relationships with outside vendors involving contracts and agreements.
- Attend Board meetings, providing updates as required.

Division Chief Assigned to Fire Prevention, Investigation, Public Education Division

Working Title: Fire Marshal

In addition to the General Duties, the Fire Marshal:

- Supervises the Deputy Fire Marshal, Fire Prevention Specialist, and others participating in Division functions.
- Evaluates existing fire safety conditions and applicable codes, and recommends policies, procedures and code revisions, as necessary.
- Monitors methods and practices for reviewing plans, conducting inspections, and investigating fires.
- Develops and implements changes as necessary.
- Confer with architects, engineers and contractors involved in development and construction activities.
- Reviews plans and specifications on proposed projects and prepares submittals of Fire District requirements to other agencies for development project applications, building permit applications, etc.
- Conducts field inspections on new and existing buildings and operations to enforce applicable regulations relating to life and fire safety. Trains or provides for training of District personnel in fire prevention, fire investigations and public education methods and procedures.
- Assists District personnel in the interpretation and enforcement of District, State and local laws and regulations relating to fire prevention.
- Develops, implements, and maintains life and fire safety programs for the community.
- Responsible for fire origin and cause investigations.
- Oversees special event planning that occurs within the District.

Division Chief Assigned to Training

Working Title: Training Division Chief

In addition to the General Duties, the Training Division Chief:

- Supervises personnel participating in Division functions.
- Evaluates existing Training and EMS programs and recommends policy and procedure revisions, as necessary.
- Monitors current and new methods and changes to existing methods and practices including, but not limited to, the development of programs, Standard Operating Procedures, Lesson Plans and Company Evolutions.

- Trains and instructs or provides for training of District personnel in all aspects of fire suppression, EMS, rescue, fire prevention, fire investigations and public education methods and procedures.
- Develops and administers the Probationary employee programs for all ranks.
- Develops and conducts major drills, both in-house and with outside agencies
- Develops and maintains the District Emergency Operations Plan and other plans as assigned.
- Oversees the maintenance and inventory of all District fire equipment.

Division Chief Assigned to EMS

Working Title: EMS Division Chief

In addition to the General Duties, the EMS Division Chief:

- Supervises personnel participating in Division functions.
- Is responsible for analyzing, planning, designing, implementing, and administering EMS programs such as Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI), certification, and recertification of both EMS personnel and instructors.
- Ensures that paramedics and EMTs are maintaining certifications, licenses, and accreditations, and are performing required patient care benchmark skills.
- Oversees EMS related ambulance operations, EMS supplies and equipment, and ambulance billing.
- Ensures District compliance with Monterey County EMS Agency policies and State EMS statutes and regulations.
- Represents the District at all local EMS meetings, councils, boards and committees.
- Is responsible for the receipt and distribution of narcotics to the District fire stations and apparatus. This includes the accurate maintenance of narcotic logs, audits, and the reverse distribution of expired narcotics within established timeframes.
- Continually researches and analyzes current and future EMS issues and trends to ensure the delivery of quality Emergency Medical Services, including a thorough understanding of Health and Safety code 1797.201.

ANCILLARY RESPONSIBILITIES (FLEET, US&R, SAFETY).

In addition to the Divisional Tasks, the Division Chiefs will be assigned ancillary management responsibilities in the areas of Fleet, US&R or Safety.

Fleet

The Division Chief assigned to Fleet will:

- Coordinates the annual maintenance of the District vehicles, apparatus, and equipment.
- Be responsible for the development and preservation of all apparatus inventories.
- Establish the specifications for the various emergency vehicles utilized by the District.
- Develop and maintain the District's apparatus replacement plan.

US&R

The Division Chief assigned to US&R will:

- Represents the District on the Monterey County Urban Search and Rescue Team as a team manager.
- Develop the annual US&R budget.
- Coordinate the necessary training requirements for all MCRFD US&R team members.
- Communicate with the Monterey County Department of Emergency Management, DEM, on the management of grants and funding between the two departments.

Safety

The Division Chief assigned to Safety will:

- Conducts safety inspections on facilities, equipment and apparatus.
- Maintains the District safety program to include all OSHA forms and requirements.
- Is responsible for the District Accident Investigations and Reporting.
- Will be the District's Designated Infection Control Officer (DICO)